

Professional and Managerial Branch
General Administrative Group
Administrative Series

DEPARTMENT ADMINISTRATIVE MANAGER

11/05 (AIS)

General Purpose

Under general direction, manage financial, budget, procurement, grants, contractual, customer service and associated human resources functions for a major City department.

Typical Duties

Plan, develop and implement strategies to accomplish department administrative goals and objectives as authorized. Involves: Confer with department management and determine and implement long and short-range strategic goals, and objectives regarding resource requirements for staffing, inventory, and facilities management. Devise and implement department programs or projects that insure the optimal use of allocated resources. Evaluate the impact of local, state and federal regulatory policies and trends on key aspects of department operations and develop policy recommendations. Evaluate and assess feasibility of future development of undeveloped areas. Monitor trends, plan scenarios and identify competitive issues that impact the department goals and communicate results to management. Analyze and evaluate outcomes to determine effectiveness and efficiency of programs, procedures and operating goals and make recommendations as necessary. Formulate, revise and implement departmental policies and operating procedures as authorized. Coordinate and prepare department business plan, department long-term initiatives, and monitor and report progress of department goals, objectives, and performance measures. Act as a liaison between department head and City support departments in the administration and preparation of administrative requirements.

Plan and manage delegated fiscal activities including accounts payable, procurement, budget preparation, payroll, grants, contracts, and financial reporting. Involves: Review and evaluate financial and accounting documents, reports and statements to ensure accuracy, completeness and compliance with generally accepted accounting principals. Manage development and implementation of departmental accounting systems and controls. Prepare and coordinate annual budget. Prepare and maintain long term department financial plan including revenue forecasts, cost impact projections of new policies, programs, and facilities, as well as ongoing analysis and coordination of budgetary links to the City's strategic plan. Develop federal and state funding agendas for each fiscal year. Coordinate and monitor management of department resources including inventory control and facilities management to ensure efficient and effective use. Coordinate and administer contracts, grants, and memorandums of understanding. Develop and coordinate requests for proposals, coordinate procurement bids and administer contracts with vendors for products and services. Evaluate bids and proposals and make selection recommendations for major acquisitions. Prepare grant proposals and funding requests and submit to federal and state funding entities for development of infrastructure projects. Ensure compliance with contractual mandates for services and products, granting guidelines and directives in accordance with grantor and City policies and directives.

Coordinate and manage administrative activities including associated human resources functions, customer service, technical support, records retention and automated systems. Involves: Coordinate all employment, employee relations and discipline for department. Investigate and respond to personnel irregularities, employee grievances and Equal Employment Opportunity complaints as authorized. Recommend appropriate disciplinary action and process related documents. Prepare formal reports and/or responses. Interpret and disseminate department policies, procedures and directives and coordinate Family and Medical Leave Act (FMLA) reporting. Review, participate and ensure timely completion of employee evaluations. Review automated data processing capabilities and make recommendations for system changes and enhancements. Coordinate and recommend training for department personnel. Oversee customer service and recommend areas for improvement. Ensure compliance with record retention policy and monitor quality control of data input. Represent department as assigned. Prepare letters, memoranda, policies and reports for department management as directed. Research, prepare, conduct and analyze complex studies and surveys. Perform related duties as assigned.

Supervise assigned staff. Involves: Schedule, assign, instruct, guide and check work. Appraise employee performance. Provide for training and development' enforce personnel rules and regulations, and work behavior standards firmly and impartially. Counsel, motivate and maintain harmony. Interview applicants. Recommend hiring, termination, transfers, discipline, merit pay or other employee status changes.

Knowledge, Abilities and Skills

- Application of comprehensive knowledge of accounting, financial, administrative, and business management practices and procedures.
- Application of comprehensive knowledge of auditing and internal control principles, practices and procedures.

- Application of considerable knowledge of laws and statutes pertaining to contracts and leases, accounting and auditing, and human resources management.
- Application of considerable knowledge of Generally Accepted Accounting Principals (GAAP) and Generally Accepted Auditing Standards (GAAS).
- Application of considerable knowledge of fiscal planning, budgetary and office management practices, procedures, and controls.
- Application of considerable knowledge of automated financial systems, procurement, and Human Resources applications.
- Plan, develop, organize, and implement financial and management control structures.
- Prepare reports and maintain records and reports.
- Application of good knowledge of records data management.
- Application of good knowledge of supervisory techniques, and personnel policies and procedures.
- Establish and maintain effective working relationships with, city officials, coworkers, subordinates, the public and other agencies.
- Clear concise tactful oral and written communications.
- Interpretation of oral and written instructions.
- Ability to enforce safe working practices and procedures, standards of conduct and work attendance.
- Skill in the safe operation and care of personal computer or network workstation, generic business productivity, and specialized accounting and project management software.

Other Job Characteristics

- Occasional driving through City traffic.

Minimum Qualifications

Education and Experience: Equivalent to an accredited Bachelors Degree in Business or Public Administration, Finance or Accounting, or related field, plus five (5) years of progressively responsible professional accounting, finance, business development or administrative experience which involved comprehensive budgeting, and contract management and compliance experience including two (2) years at a supervisory level.

Licenses and Certificates: Valid Texas Class "C" driver's license or equivalent issued by another state.

Human Resources Director

Department Head